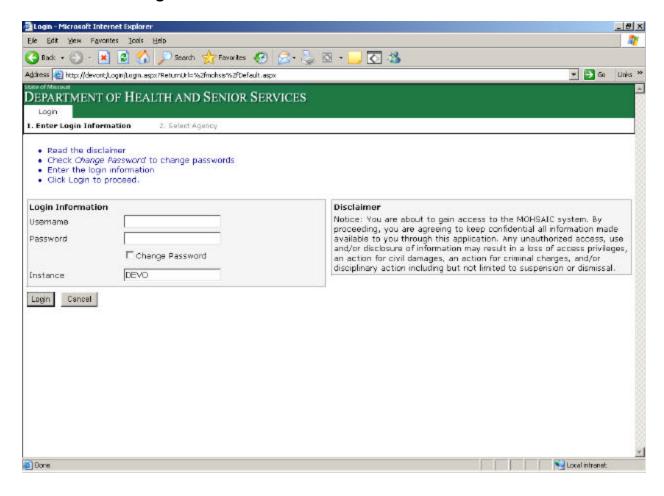
## Login is the same for all MOHSAIC applications. Test URL:

## I. Login Screen

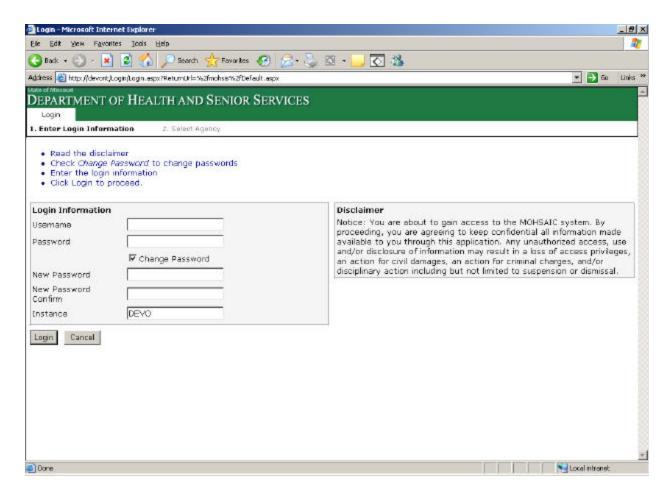
- Enter Username and Password
- Check to make sure Instance is correct
- Click Login



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## II. Change Password

- If it has been over 30 days, the system will prompt you to change your password.
- Reenter password
- Enter New Password
- Enter New Password Confirm
- Click Login



## **Password Rules**

- a. The first time you log in, you will be required to change your password.
- b. Password must contain six characters.
- c. Password must contain one number.
- d. Password cannot start with a number
- e. Password must be changed every 30 days.
- f. Password cannot be used within 32 sequences. The system will remember the last 32 passwords. (Suggestion: Begin with a unique 4 5 letter word and add 01, 02, 03... Thru 32 and then start over. Do not use names or programs, such as MOHSIS01.)

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